

DDA 76-3658

MEMORANDUM FOR: Management Advisory Group

FROM : E. H. Knoche
Deputy Director of Central Intelligence

SUBJECT : Annual Report of the Credit Union

REFERENCE : MAG Memorandum, Dated 24 June 1976,
Same Subject

1. In a Management Advisory Group memorandum, dated 24 June 1976, it was suggested that the EAA, EAF and PSAS be urged to publish their financial reports. The three organizations involved fall under the aegis of the Office of Personnel. I am attaching herewith a copy of Mr. Janney's memorandum agreeing to publish the reports.

2. I do appreciate suggestions such as these and urge you to continue to submit these matters for review.

E. H. Knoche

Attachment

Distribution:

Orig - MAG (via DDCI)
1 - DDCI
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1 - RFZ Chrono

STATINTL

EO/DDA/ [REDACTED] :1m (20 July 76)

Background: (1) MAG Memo, dated 24 June 76, The Annual Report of the Credit Union; (2) Memo from D/Pers to DDCI, dated 19 July 76, Subject: Financial Reporting of EAA, EAF and PSAS.

76-1848/A
DD/A Registry

19 JUL 1976

76-3577

MEMORANDUM FOR: Deputy Director of Central Intelligence
THROUGH : Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Financial Reporting of EAA, EAF and PSAS
REFERENCE : Memo to DDCI from MAG dtd 24 June 76,
subj: The Annual Report of the
Credit Union

1. This is in response to the referent Management Advisory Group memorandum which recommends that the Employee Activity Association (EAA), the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS) disseminate annual reports.

2. While annual reports have not been published in the past, these organizations have received careful supervision by the Agency and information has been available to employees who took an interest. In each case a Board of Directors is selected or elected from within the Agency. Each is audited by the Audit Staff and files income tax returns with the Internal Revenue Service. The Office of Personnel provides administrative direction and support to all three organizations.

3. In the case of the EAA, an annual meeting is held each year in the auditorium and all members are invited and encouraged to attend this meeting. An annual report is given and a question and answer session is held on any topics members wish to bring up. Last year EAF and PSAS provided information about their activities in the literature distributed to all employees in conjunction with the Consolidated Fund Campaign (CFC) -- see attachment.

4. We will now plan to publicize the annual reports of EAA, EAF and PSAS, as suggested by the Management Advisory Group. The EAA report can be combined with other important

information on the activities of the Association and published in the form of an EAA-Gram. Financial statements of EAF and PSAS will be posted on Official Bulletin Boards and additional information regarding their activities included on a regular basis in the annual CFC pamphlet.

5. We recommend, therefore, that the Management Advisory Group be advised of your support of their recommendation and that action will be taken by the Office of Personnel to publicize the reports.

(Signed) F. W. M. Janney

F. W. M. Janney

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STATINTL OP/BSD, [REDACTED]:gec (19 Jul 76)

Enclosed is your CFC/EAF/PSAS Consolidated Fund Campaign pledge card. Return the pledge card to your Keyperson whether or not you make a contribution. Return of all pledge cards is required for audit purposes and to ensure that no contribution is lost.

Consolidated Fund Campaign is the combination of the Agency's fund drive for the Educational Aid Fund and the Public Service Aid Society being conducted concurrently with the Metropolitan Washington Area's Combined Federal Campaign.

Combined Federal Campaign (CFC) represents many charitable organizations and agencies. You may designate a specific agency or agencies to receive your contributions by entering that Agency's assigned number in the box on the back of the pledge card. A listing of CFC organizations and agencies with assigned numbers are listed in the CFC contributor's leaflet.

HOW TO MAKE YOUR CFC/EAF/PSAS CONTRIBUTION

1. Cash or Check: Contributions by check for CFC, EAF, or PSAS should be made payable to CONSOLIDATED CHARITIES only. Indicate the dollar amount being contributed in the block marked "Cash or Check" on the pledge card.

2. Payroll Deduction: Complete your pledge card and return it to your Keyperson. In order for the Payroll Branch to deduct your contribution each payday, you must sign the card.

a. When you use the payroll deduction plan, you authorize the deduction of a specific amount from your pay each pay period during 1976. This authorization remains in effect unless terminated by you in writing.

b. Indicate on your card the total annual amount you wish to pledge and the amount to be deducted each pay period. The minimum deduction is 25¢ biweekly for a total annual pledge of \$6.50. A table showing various biweekly deductions and the corresponding total annual pledge is located on the last page of this pamphlet.

your annual pledge on your card and indicate the amount in the box provided for Direct Billing. top line. You may make payments on your pledge any time during 1976. Quarterly statements will be sent to you on the unpaid balance (April, July, October 1976, and January 1977 prior to closing our books).

4. You may pay your pledge by a combination of the above plans.

EXAMPLE: A \$25.00 pledge may be paid by a deduction of 50¢ per pay period if you are paid every 2 weeks and the remaining \$12.00 may be paid in cash or check during the Drive, or by Direct Billing in quarterly payments.

5. Personnel paid every four weeks may contribute to CFC and/or EAF only by cash, check, or Direct Billing.

CONTRIBUTIONS

1. Your contribution to PSAS may be made either by check or cash. Payroll Deductions and Direct Billing plans are not available for PSAS contributions.

2. Checks are to be made payable to "CONSOLIDATED CHARITIES."

CONFIDENTIAL CONTRIBUTIONS

1. Enclose your pledge card with your contribution in a sealed envelope. Write the control number of the card on the envelope and turn it in to your Keyperson. This envelope will then be delivered, UNOPENED, to the Fund Drive Coordinator.

RECEIPTS

1. The Fund Drive Coordinator will furnish you a receipt for cash contributions to CFC, EAF, and PSAS if you write "Receipt Requested" and your name and office address.

2. Receipts for Direct Billing pledges will be issued by the Office of the Fund Drive Coordinator when payment is made in cash.

Through the Educational Aid Fund, EAF, you help the sons and daughters of deceased, retired, and active Agency employees fulfill their hopes and plans for further education. Your generosity is a warm and friendly act, a manifestation of faith in the future.

EAF awards come either in the form of direct grants or interest-free loans, which are not repayable until after the student graduates. The vast majority of awards are loans, and the principal source of funds for the awards is the annual EAF Campaign.

Factors taken into consideration in selecting EAF awards are: financial need; academic achievement; motivation, as demonstrated by part-time work and extracurricular activities; and a personal essay written by the applicant. All applications are reviewed and considered in anonymous form by the EAF Selection Committee and, in turn, the EAF Board of Trustees.

More than one member of the same family may receive awards and awards may be given to the same individual in successive years if the student reapplies. Moreover, the EAF Board within the past two years has instituted a new policy of considering applications from students entering or attending junior colleges and post-highschool-vocational schools, rather than limiting the awards to four-year college students as in previous years.

The EAF also awards four special grants each year:

The Matthew Baird Award is granted exclusively to the student who demonstrates unusually high personal motivation through self-help.

The John A. McCone Award is granted to the student whose financial need is particularly significant.

The Frank G. Wisner Scholarship is awarded on the basis of outstanding academic and personal achievement.

The Lawrence K. White Award is granted to the student who has demonstrated unusual leadership qualities.

Last year, your contributions totaled \$31,036.30 and helped make possible the awarding of 35 loans ranging from \$750 to \$1,000, 5 special grants of \$300 each and five special awards totaling \$8,500. In its eleven years of existence, the EAF has given 406 awards valued at \$244,400.

- mediate family.
- Relief from indebtedness under circumstances beyond the individual's capacity for repayment in normal period of time.

PSAS will not make loans that would normally be obtained from the Credit Union, banks or other sources, or for matters which are primarily under the control of the individual for his personal economic convenience, such as financing the purchase of personal property. The applicant must demonstrate a pressing need and must have exhausted every reasonable means of self-assistance. Requests for assistance should be submitted by the applicant directly to the Personal Affairs Branch, Office of Personnel, Room 5 E 11 Headquarters, X-6081 or 6341. All such requests will be handled in confidence.

SOURCE OF FUNDS

PSAS obtains its funds entirely through voluntary contributions. Such contributions are deductible for income tax purposes. PSAS would have been unable to achieve its objective without the support it has received from many individuals. During the 1974-1975 Consolidated Fund Campaign, PSAS received \$9,412.84.

ADMINISTRATION

The Society is administered by a Board of Trustees composed of officials from various components of the Agency. The Board meets annually to consider policies and affairs of the Society and to elect officers. An Executive Committee is empowered to act for the Board in the consideration and approval of requests for assistance.

During the Fiscal Year 1975, eighteen loans were approved for a total of \$21,354.69.

LOAN ACTIVITIES AS OF 30 JUNE 1975

Loans receivable	65	\$94,366.00
New loans 1 Jan-30 June	9	10,112.00
Paid up loans 1 Jan-30 June	8	3,964.00
Payments received in 1975	171	9,557.00
Average monthly income from loan repayments in 1975		1,592.00

1. Contributions to CFC, EAF, and PSAS are tax deductible items.

2. Contributions to CFC and EAF paid by payroll deduction may be deducted on your 1976 tax return. If you wish to deduct your contributions to CFC and EAF on your 1976 tax return, you should pay the balance of your pledge in cash or check before 31 December 1976.

3. If you are making a contribution by payroll deduction, you should retain your earning statements to verify the amount to be used on your tax return. You may obtain a statement of withholding from the payroll office if you are required by a tax authority to show proof of the amount withheld for charitable purposes.

PUBLIC SERVICE AID SOCIETY (PSAS)

The Public Service Aid Society is a non-profit corporation organized under the laws of the District of Columbia on 31 December 1955 for the purpose of rendering assistance, financial and otherwise, to eligible individuals in urgent need of assistance who have exhausted every reasonable means of self help.

POLICIES

The Public Service Aid Society assists deserving individuals through financial and other means; each request is considered in confidence on an individual basis.

Direct financial assistance is offered as a non-interest bearing loan. Loans are generally made on a deferred payment basis and with a level of payment which takes into account the individual's particular circumstances.

When financial assistance is not required, aid may be in the form of advice and counseling or guidance in contacting appropriate health or other assistance organizations.

Typical of the needs for which PSAS has provided assistance are the following:

- Emergency or unusually heavy medical or hospital expenses, not covered by insurance.
- Emergency travel funds when critical illness or death occurs in the immediate family.

PAYROLL DEDUCTION SCHEDULE

Listed below is a scale of biweekly deductions from 25¢ to \$15.00 and the total annual value of each if deducted from your salary every pay period for one full year. If you wish to have your pledge paid by payroll deduction, please determine the amounts you wish deducted each pay period from this scale and the corresponding annual pledge and record these amounts in the appropriate spaces on the pledge card.

Biweek Deduc.	Annual Pledge	Biweek Deduc.	Annual Pledge	Biweek Deduc.	Annual Pledge	Biweek Deduc.	Annual Pledge	Biweek Deduc.	Annual Pledge	Biweek Deduc.	Annual Pledge
\$.25 =	\$ 6.50	\$2.75 =	\$ 71.50	\$5.25 =	\$138.50	\$ 7.75 =	\$201.50	\$10.25 =	\$266.50	\$12.75 =	\$331.50
.50 =	13.00	3.00 =	78.00	5.50 =	143.00	8.00 =	208.00	10.50 =	273.00	13.00 =	338.00
.75 =	19.50	3.25 =	84.50	5.75 =	149.50	8.25 =	214.50	10.75 =	279.50	13.25 =	344.50
1.00 =	26.00	3.50 =	91.00	6.00 =	156.00	8.50 =	221.00	11.00 =	286.00	13.50 =	351.00
1.25 =	32.50	3.75 =	97.50	6.25 =	162.50	8.75 =	227.50	11.25 =	292.50	13.75 =	357.50
1.50 =	39.00	4.00 =	104.00	6.50 =	169.00	9.00 =	234.00	11.50 =	299.00	14.00 =	364.00
1.75 =	45.50	4.25 =	110.50	6.75 =	175.50	9.25 =	240.50	11.75 =	305.50	14.25 =	370.50
2.00 =	52.00	4.50 =	117.00	7.00 =	182.00	9.50 =	247.00	12.00 =	312.00	14.50 =	377.00
2.25 =	58.50	4.75 =	123.50	7.25 =	188.50	9.75 =	253.50	12.25 =	318.50	14.75 =	383.50
2.50 =	65.00	5.00 =	130.00	7.50 =	195.00	10.00 =	260.00	12.50 =	325.00	15.00 =	390.00

Other \$ _____